

ARIZONA DEPARTMENT OF EDUCATION

Lisa Graham Keegan
Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 99-031

TO: Superintendents, Business Managers, Attendance Personnel
FROM: Lyle Friesen, Director of School Finance
DATE: December 21, 1998
SUBJECT: Preliminary 40th Day Average Daily Membership Reports

Enclosed are **PRELIMINARY** 40th Day Average Daily Membership (ADM) Reports for your district/school. Please **CHECK** your reports to ensure that the data received and processed by the Arizona Department of Education as of the 12th of December is correct. This information impacts Sudden Growth Funding. Please understand that all the data you have submitted up to this time might not appear on these reports as a result of errors/problems that have not yet been resolved by your district or by the Department. Due to the fact that reporting is the responsibility of the district of attendance, original Membership/Absence (bubble sheets) and Edit/Update Reports have been mailed to the district of attendance. If your data is not reflected on these reports, please contact district of attendance.

If you need to make **changes/additions/deletions** to this current data, you must submit that information **by January 8, 1998**. This will give us time to process the new data and to correct any discrepancies in order to run the **Final** 40th Day ADM Reports **by January 15, 1998**.

The following reports are enclosed:

ADMS40-01 CURRENT/PRIOR RESIDENCE ADM AND ADA

This report reflects Kindergarten (**KDG**) at full count **NOT 1/2**

Shows Average Daily Membership and Average Daily Attendance.

Shows absence percentage for each grade and district.

Compares current year to prior year ADM and percentage of change.

December 21, 1998

Report is used for the Absence Approval Request which determines district absence rate.

ADMS40-02 RESIDENT AVERAGE DAY MEMBERSHIP RECAP

This report reflects **summary** data from **Day 1** through **Day 40**.

Shows Kindergarten (**KDG**) at **1/2 count**.

Shows Adjusted ADM based on absence rate.

ADMS45-1 MEMBERSHIP AND ABSENCE REPORT

This report reflects **detailed** data **by** district and school of

ATTENDANCE and shows district of residence.

Shows data by grade level, cluster, and ID number.

Shows Membership Days, Absence Days and Absence Rate.

Shows reported ADM and ADA and Privately Paid and over 21 membership.

ADMS46-1 RECALCULATED STATE AID ADM COUNTS

This report reflects ADM for 40th Day. May show adjusted ADM depending on absence rate.

Show Kindergarten (**KDG**) **AT 1/2**

Show K-3 Group B Add-on Counts

Used by district administrators as preliminary planning for Sudden Growth and Budgets. Data from 100th day reports will be used for final preparation.

PLEASE REVIEW these reports as soon as you receive them. Districts call Patty Fernandez at (602) 542-8246.

SUBJECT:
